**IT Applications Unit 3, AOS 2, Organisations and Data Management**

**Structure and role of relational databases, p 97**

1. What is a flat file database?
2. Define each of the following terms:
   1. Primary key

It is a field attached to each record in a database.

* 1. Field
  2. Record

A record is a set of information about one entity (a person, event, or object).

* 1. Form

A form allows an input screen to be formatted and linked to an underlying table query.

* 1. Query

A query is used to filter a set of data to turn it into usable information by putting it into a report.

* 1. Report

A report formats the query data and allows you to add summary statistics, such as totals, as well as headings, to make the information easier to read and understand.

* 1. Macros

Macros are used to carry out a set of predetermined tasks.

**Data types and formats**

1. List the following **data types** and characteristics of each with examples.
   1. Text

Alphanumeric, up to 255 characters; it is searchable.

* 1. Numeric

It allows numbers only.

* 1. Currency

Numbers, but in dollar amounts; formatted with a $ symbol and .00 as a default

* 1. Date/time

A variation of numbers, but formatted to represent a date and/or time.

* 1. Boolean

Represents one of two states- True/False

* 1. Object

Images, Audio, Video or similar

* 1. Memo

Like text, but unlimited; it is not searchable.

1. **Data Formats:**

Elaborate on the following common data formats:

* 1. Text
  2. fixed decimal places

Certain numeric values, such as dollars and cents or when rounding occurs.

* 1. Date

Can be made to display in different ways.

* 1. Date/time

A variation of date where you can show time to minutes and seconds if necessary.

* 1. Dollar, currency

$ symbol is displayed; it defaults to .00 after the value.

* 1. True/false, Boolean logic

Can be displayed as words or as check or tick boxes to make data entry easier.